

16 APR 1956

MEMORANDUM FOR: Deputy Director (Intelligence)
THRU: Deputy Director (Support)
SUBJECT: Capabilities of the Office of Training

1. The purpose of this paper is to outline, for your information, the capability of the Office of Training to meet your training requirements as it adjusts to the situation resulting from the ceiling placed on personnel strength on 31 July 1955.

2. Sufficient time has now elapsed to show that, in general, OTR will be able to continue to provide training at the current level. However, because certain essential activities of OTR were understaffed in July 1955, some internal reallocation of positions and personnel has become necessary, resulting in a reduction of a few programs appearing to be of relatively low priority.

3. The staff of the Reading Improvement Program is being reduced from six persons to two, with a corresponding reduction in capability to provide instruction in this field.

4. OTR plans for 1956 called for expansion of its management and supervisory training courses to meet the rapidly increasing specific requirements for this type of instruction. A substantial expansion of its capability to conduct language and area training was also intended, to serve the growing recognition of the need for such training. These plans, however, are currently in abeyance.

5. OTR believes it to be in the best interest of the Agency to continue the publication of the monograph series, "Studies in Intelligence," and plans to do so. The eventual fate of this program is undetermined, however, as no slots have ever been allocated to it.

6. Requests for new courses and for special or tutorial training will be carefully considered, but strong justification will be necessary, inasmuch as, in general, such activities can be undertaken only at the expense of existing ones.

7. The quality of training will be maintained, and an attempt will be made to meet all reasonable requests. OTR is willing to modify

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and readjust its present alignment within its ceiling as priorities and requirements change, and expects to do so. Your comments on these proposed readjustments would be appreciated.

SIGNED

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Acting Director of Training

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